



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact:	Catherine Greenwood, Director of Human Resources P.O. Box 5106, 100 Pocono Rd. email: cgreenwood@brookfieldct.gov Brookfield, CT 06804 Fax: 203-775-4068
Posting Date:	February 15, 2012
Job Title:	Technical Services Assistant
Department:	LIBRARY
Job Level and Rate:	\$14.50 per hour
Job Description:	<p>PART-TIME COPY CATALOGER/TECHNICAL SERVICES ASSISTANT</p> <p>Responsible for copy cataloging of all material for adults, teens, and children, maintaining bibliographic records in database, deletions of materials, and processing materials for circulation. May on occasion work at the Checkout Desk. May attend cataloging-related meetings at other libraries.</p> <p>A full job description is available at the Library or Human Resources Department. Submit resume/and or application to the above listed office. <u>Applications/Resumes must be received by 2/28/2012. Equal Opportunity Employer.</u></p>
Work Week:	15 hours per week; preferably 5 hours per day for 3 days per week.
Skills Required:	This position requires a working knowledge of MARC cataloging, current computer experience, strong keyboarding skills, knowledge of basic library methods, techniques and procedures, considerable ability to pay attention to detail, ability to lift/push medium to heavy weights (cartons of books or book carts filled with library materials). May supervise volunteers for book processing and mending.
Education Required:	High school graduate plus two years of appropriate formal post-secondary school courses or the equivalent in practical experience. Current library experience with an automated system strongly preferred. The Brookfield Library is a member of Bibliomation, and uses Evergreen Open Source software.
Licensure Requirement(s):	N/A
Union or non-union position:	Non-Union

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.